ATTACHMENT A

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Revised Statement of Work

18 December 1982

The Contractor, Smith, Hinchman & Grylls Associates, Inc., shall provide the services, perform the tasks, and deliver all items and meet all requirements covered by the following Statement of Work.

I. Background

When the CIA Headquarters Building was designed and constructed (1955 to 1962), funding constraints made it impossible for the Agency to be consolidated in one location. In order to plan for additional consolidation, the Agency prepared a Master Development Plan and an Environmental Assessment which were accepted by the National Capital Planning Commission (NCPC) on 21 January 1982.

Professional architectural and engineering (A-E) services are now required to implement Phase I of the current Master Development Plan. These services include project design, preparation of construction documents, cost estimates, and construction supervision. Road improvements outside the limits of Agency property will be accomplished by other Government elements.

II. Site Location

The CIA Headquarters site is located on 213 acres in Langley, Virginia, and is bounded by the George Washington Parkway on the north, Routes 123 (Dolly Madison Boulevard) and 193 (Georgetown Pike) on the south, Turkey Run Park and Federal Highway Research Station on the west, and residential development on the east.

III. Design Philosophy

The Building Program will require an economical, high-quality commercial design that provides organizational and functional flexibility, enhances the quality of space for people and machines, minimizes operational and maintenance costs, permits efficient and quality security control, allows for efficient logistical support, maximizes the use of energy efficient design, preserves environmental qualities, and presents a low profile of visual exposure to the neighboring properties. The design must also permit continuous operation of the existing buildings during construction. In order to expedite the project the A-E shall:

A. Develop the interior partition layout of the office areas after start of construction.

B. Develop options for phased construction permitting initiation of major construction in early 1984.

IV. Project Description

A-E services are required for the design of the following:

A. New office/computer building of approximately 1.1 million square feet of gross space.

B. Modification to the existing Headquarters Building as required to accomplish organizational and physical unity with the new building.

C. New visitor/reception center of approximately 5,000 square feet of gross space.

D. New and modified utilities support including part or all of the existing power house and, if necessary, the existing distribution systems. Emphasis is placed on highly stable and reliable utilities for support of computer systems and other mission sensitive operations.

E. New and modified on-site roadway system as indicated in the Master Development Plan.

F. Parking structure for approximately 2,525 autos.

G. Relocation and replacement of the existing cooling towers.

H. Options for on-site use of surplus building excavation.

I. RFI shielding and other security related features.

J. Landscaping of buffer areas along the property line and areas disturbed by construction.

V. Scope of Work

The Architect & Engineer shall perform professional services necessary for all phases of this project, including Schematic Design, Preliminary Design, Construction Documents and Bidding, Office Layout Design, and Construction Administration.

A. Schematic Design

1. Tasks

- Review the Master Development Plan and the Environmental Assessment prepared by Skidmore, Owings & Merrill dated November 1981.

- Review the Agency's 1982 Utilities Study.

- o Maintain Project Activity Network Plans by identifying project progress and all schedule changes on a weekly basis.
- o Review the Program Requirements and develop in more detail as required for building shell, special interiors, and site requirements.
- o Develop small-scale floor plans, elevations, and sections for all buildings showing vertical and horizontal circulation, usable office and computer space, utility spaces, and exit corridors, delivery areas, floor heights, and existing building connections.
- o Prepare space studies showing development of typical building areas for the adoption of conventional full height partitions and office landscaping.
- o Investigate structural design solutions including column spacing, material alternatives, floor loads, and foundations for all buildings.
- o Develop site plan including roadway modifications, utility support, and modification to existing utilities.
- o Prepare recommendation of systems and construction features that will maximize energy conservation and system availability.
- o Develop alternative methods and cost estimates for total RFI shielding.
- o Prepare outline specifications including material finishes, fire protection, HVAC, and electrical.
- o Prepare cost estimate showing costs for each building and the site work. Estimate shall show breakdown by each construction division and be equivalent in detail to UNIFORMAT level 3.
- o Propose phasing of construction including parking layout during construction.
- o Develop options to minimize amount of surplus building excavation to be hauled off site.
- o Present project to NCPC for approval.

2. Deliverables

- o Three copies of the updated Project Activity Network Plans each week

- Six copies of the Program Document for the building shell, special interiors, and site requirements
- One mylar reproducible and six copies of the Schematic Design Drawings:

  Site Plan
  Building plans, elevations, and sections
  Concept sketches
  Typical office layouts

- Six copies of the Outline Specifications
- Six copies of the RFI Shielding Report
- Six copies of the Schematic Design Construction Cost Estimate
- Six copies of the Schematic Design Energy Budget
- Three copies of engineering calculations
- Six copies of the Construction Schedule including phasing options
- One presentation quality topographic site model at 1" = 100'-0"
- Three presentation quality renderings approximately 18" x 30" of the Schematic Design:

  Bird's-eye view of the total site

  Two vignettes depicting special features of the design

- Three copies of monthly progress reports
- NCPC presentation documents

B. Preliminary Design

1. Tasks

- Maintain Project Activity Network Plans by identifying progress and incorporating all schedule changes on a weekly basis.
- Develop floor plans of all buildings at a scale of 1/16" = 1'-0", or larger where applicable.
- Develop building elevations and sections showing exterior facade, penthouses, connections to the existing building, major entrance details, and special interiors.

- Develop site plan to show roadway modification, new contours, loading dock access, storm drainage, sanitary sewer and water distribution, utilities distribution, and areas of landscaping.

- Develop schedule for room finishes.

- Develop structural framing system including depth of structural members.

- Develop size, location, and number of elevators and moving stairs.

- Develop schedule for illumination requirements.

- Develop loading dock details including access to the building distribution system.

- Develop data, telecommunications, alarm, power, and chilled water distribution grids.

- Develop requirements and contract for test borings. (Government reimbursement for borings will be based on actual net cost.)

- Develop cost trade-off proposals for design and program requirements. These proposals shall be developed through life-cycle cost studies and value engineering studies of the major building systems.

- Develop HVAC system proposal including size and location of major equipment, ductwork distribution, air diffuser location, perimeter system, design redundance, central control system to monitor energy management and interface with systems serving the existing building.

- Develop size and location of major utility equipment and distribution from VEPCO substation, distribution within the new facilities, amount and source of proposed emergency power, and interface with systems serving the existing building.

- Prepare updated Construction Cost Estimate based upon preliminary design. Level of detail shall be equivalent to UNIFORMAT level 5.

- Conduct a Market Survey as specified in PBS P 3440.5, chapter 4, paragraph 4.

- Prepare updated Construction Schedule, phasing options, and parking layout for construction.

- Prepare a system availability study that characterizes predicted performance of electrical and mechanical systems.

- Measure and survey as required areas of the existing buildings and verify size and location of existing utilities. Survey site conditions as required for Construction Documents. Verify all Agency provided data that impacts or interfaces with this project.

- Prepare data sheets showing net office area, net computer area, net other area, and gross area.

- Verify that the design meets all applicable safety, building, use, and occupancy codes.

- Present project to NCPC for approval.

2. Deliverables

- Three copies of the updated Project Activity Network Plans each week

- One mylar reproducible and six copies of the Preliminary Drawings:

  (1) Site Plan and Utilities
  (2) Building plans, elevations, and sections
  (3) Special interior details
  (4) Finish schedule
  (5) Structural foundation and framing plans
  (6) Plumbing fixture schedule
  (7) Single line HVAC plans
  (8) Equipment room layouts
  (9) Lighting layout
  (10) Fixture schedule
  (11) Power, telephone, alarm, and data distribution
  (12) Fire safety details

- Six copies of Life Cycle Cost Report and Value Engineering Report for major building systems

- Six copies of the Preliminary Design Specifications

- Six copies of the Preliminary Design Cost Estimate

- Six copies of a Critical Path Method Construction Schedule

- Three copies of engineering calculations

- Building Models

  Update site model

  Presentation quality models to convey building design concepts

- o One presentation quality rendering approximately 18" x 30" depicting the exterior design of the office/computer building
- o Two presentation quality renderings approximately 18" x 30" depicting special interior spaces of the office/computer building
- o One presentation quality rendering approximately 18" x 30" of the parking garage
- o One presentation quality rendering approximately 18" x 30" of the Reception Center
- o Three copies of monthly progress report
- o NCPC presentation documents

C. Construction Documents and Bidding

1. Tasks

- o Maintain Project Activity Network Plans by identifying progress and incorporating schedule changes on a weekly basis
- o Prepare working drawings and specifications that are developed from the approved preliminary design. These Construction Documents shall be suitable for competitive public bidding through the General Services Administration (GSA).
- o Prepare a computer database that contains the following data from the Contract Documents and the as-built conditions:

  (1) Partition layout
  (2) Furniture layout
  (3) Room areas
  (4) Room identification and occupancy
  (5) Structural framing
  (6) HVAC ductwork and diffuser location
  (7) Lighting fixture layout and circuits
  (8) Sprinkler layout
  (9) Electrical outlet layout
  (10) Electrical distribution and panel boards
  (11) Piping layout
  (12) Alarm layout and conduit distribution
  (13) Unclassified telephone distribution
  (14) Secure telephone distribution
  (15) Data distribution

- o Prepare a Final Working Drawing Stage Estimate as required by GSA Handbook PBS P 3440.5.
- o Prepare updated Construction Schedule.
- o Present project to NCPC for approval.

- Prepare options and alternatives in the Construction Documents as approved or directed by the Government.
- Prepare a unit price schedule as required by the program and approved by the Government.
- Prepare a schedule of "Allowance" items as directed or approved by the Government.
- Guarantee that the design, as approved, meets all applicable safety, building, use, and occupancy codes.
- Assist the Government during bidding to respond to questions concerning the Contract Documents.
- Prepare addenda to the Construction Documents as directed by the Agency.
- Provide professional advice to the Government, if requested, on Contractor bid proposals.
- Participate with the Agency and GSA in Contractors' pre-bid conference.
- Revise Contract Documents without additional cost to the Agency to maintain construction costs within the Agency budget.

2. Deliverables

- Three copies of the updated Project Activity Network Plans each week
- Six copies of the 75 percent complete Construction Drawings
- One mylar reproducible and six copies of each Final Construction Drawing
- Six bound copies and one camera-ready copy of the Final Construction Specifications
- Six copies of the Final Working Drawing Stage Estimate as required by GSA Handbook PBS P 3440.5
- Three copies of engineering calculations
- Six copies of the Final Critical Path Method Construction Schedule the Government.
- NCPC presentation documents as required.

- One reproducible and six copies of all addendum drawings
- Six copies of all written addenda.

D. Office Layout Design

1. Tasks

- Maintain Project Activity Network Plans by identifying progress and incorporating schedule changes on a weekly basis.
- In cooperation with the Government, develop Program Requirements for building occupancy.
- Develop organization charts depicting building occupancy.
- Prepare preliminary drawings showing partitions, furniture, and occupant.
- Prepare final drawings and specifications from the approved preliminary design that are suitable for contracting via competitive bidding through GSA or a predetermined unit cost schedule.
- Update computer database to reflect the office layout.
- Prepare itemized cost estimate of the office layout design.

2. Deliverables

- Three copies of the updated Project Activity Network Plans each week
- One mylar reproducible and six copies of the Preliminary Office Layout Design
- One mylar reproducible and six copies of the Final Office Layout Design
- Six copies of Contract Specifications for the Office Layout Design
- Six copies of the Construction Cost Estimate for the Office Layout Design

E. Construction Administration

1. Tasks

- Provide full-time on-site construction representatives as approved by the Government (architects/engineers and clerical) on the site for the duration of the project.

- Provide expeditious review and approval of all shop drawings and samples, schedules, etc., submitted by the Contractor.
- Prepare Government-approved field coordination drawings, as required, to permit expeditious completion of the project. Record all such changes and revisions.
- Submit daily field reports to the Government on the progress of construction.
- Review and certify the validity of the Contractor's application for payment.
- Assist the Government in contracting for testing services and review and approve all reports from such services.
- Assist the Government in obtaining and reviewing contracts for all Allowance Items.
- Prepare color scheme from approved material samples.
- Upon substantial completion of the project, prepare a "punch list" of incomplete or omitted items.
- Prepare and submit to the Government "as-built" drawings which accurately reflect all changes and revisions to the Construction Documents. Incorporate all changes and revisions into the computer database.
- Develop a quality assurance program for use in operation and maintenance of electrical and mechanical systems.
- Prepare operational and maintenance manuals for all building equipment and systems from data submitted by the Construction Contractor and provide a design description of all such systems.

2. Deliverables

- Three copies of a daily field report
- One mylar reproducible and three copies of all field drawings and contract change drawings
- Six copies of each "punch list"
- Two copies of "as-built" drawings and specifications
- Six sets of all building equipment/systems operational and maintenance manuals
- Updated computer database

VI. Security Requirements

The sensitivity of the program and the facility requires that security requirements be strictly maintained. All contractor personnel and their consultants must be U.S. citizens and will be subject to security background investigation. Selected contractor personnel will be required to successfully participate in the Agency's Industrial Polygraph Program. The Government may deny project participation to any contractor personnel who do not meet Agency security standards. Reasons for denial of project participation based on security will not be enumerated by the Government. The Government also reserves the right to deny any contractor personnel access to the site when performance is judged to be inconsistent with Government standards of conduct. The contractor agrees to immediately remove persons from the site if notified by the Government that conduct standards are unsatisfactory. The contractor understands and agrees that the Government shall be held harmless for any action arising from employees being denied access on the basis of conduct or project participation on the basis of security. The project area shall be separated from all other office operations by full height partions and shall be a secure facility approved by the Government. Personnel access to the project area shall be monitored to permit access by only those persons authorized by the Government to participate in the project. The A-E shall comply with the specifications of the Agency's Standard Security Procedures for Contractors dated 1 May 1979 and revised 1 October 1981. Although these security specifications are classified and cannot be included, Agency security officers are available to discuss the scope of security measures required.

VII. CIA-GSA Roles in the Project Development

A. The CIA will select, award, and administer A-E and Consultant contracts on this project.

B. The CIA will take the lead role in the development of the Schematic Drawings, Preliminary Design, and Construction Documents. During this period, GSA will be an active participant providing technical support and assistance as requested.

C. GSA will coordinate with the NCPC in securing planning and design approvals for this project.

D. GSA will advertise and award Construction Contract(s) for the project.

E. GSA will manage and supervise construction of the building, including administration of Construction Contracts. GSA and CIA will have full-time representatives on the site at all times.

VIII. Government Responsibilities

A. Review all material submitted by the Architect-Engineer and provide written direction for corrections and revisions.

B. Make available to the Architect-Engineer copies of the 1981 Environmental Assessment, Master Development Plan, the Building Program Requirements, and the Agency's 1982 Utilities Reliability Study.

C. Make available to the Architect-Engineer appropriate CIA and GSA handbooks, specifications and reference data, test borings, and existing building plans as necessary.

D. The CIA will conduct all security clearance investigations required by the contract.

E. The Government will provide secure containers to the Architect-Engineer for the storage of all classified and sensitive material.

F. The Government will print all bidding documents, drawings shall be on mylars, and other material must be furnished camera-ready.

G. Provide office space for A-E personnel in the existing Headquarters Building during the Office Layout Design phase of the contract. Augment A-E staff with professional Agency personnel to develop the program requirements and design for this phase of the contract.

IX. Architect-Engineer Responsibilities

A. Furnish written progress reports (in a Government approved format) to the Government on a monthly basis.

B. Maintain the Project Activity Network Plans by identifying progress and incorporating all schedule changes on a weekly basis. The plans shall be prepared in a manner to enable the Architect-Engineer and the Government to identify progress during the course of the project. Certify that events and milestones have been met and identify all variances with explanation. Updated Network Plans shall be submitted to the Government weekly and shall be available anytime upon request.

C. Pay for all shipping and reproduction charges for all charts, sketches, drawings, models, manuscripts, and other documents submitted to the Contracting Officer.

D. Verify and report all variances on all data submitted by the Government concerning size, location, quantities, and age of existing equipment, facilities, utilities, and site conditions.

E. Conduct project meetings with the Government to ensure that the design is meeting the needs of the Agency and on schedule. These meetings shall be held weekly during the Schematic Phase, biweekly

during the Preliminary Design Phase, and monthly during the Construction Document Phase.

F. Conduct a minimum of six formal presentations to senior Agency management. These presentations shall be in a format as determined by the Government and will generally occur at the completion of each phase of the design. These presentations shall be made by a senior project officer.

G. Participate with the Agency on formal presentations to NCPC and other local advisory, regulatory, and citizen groups. Prepare all necessary graphic material and written reports for these presentations. Formal presentations to NCPC shall be made by a senior project officer.

H. Conduct necessary interface with advisory, regulatory, and citizen groups. Notify the Agency prior to all scheduled meetings and prepare written reports to the Agency of all such interface.

I. Provide prompt and accurate personnel information for CIA security clearance requirements.

J. Ensure that all classified and sensitive material is properly stored and controlled.

K. Utilize, in the performance of the contract, those personnel and additional consultants who have been approved by the Government. Substitutions shall not be made without prior written approval by the Contracting Officer.

L. Provide a two-man project office for Agency within the dedicated project space. Space shall be equipped with desk, table, chair, file cabinet, and telephone.

M. Provide responsive construction cost control throughout the project to ensure that the lowest acceptable construction bid is within the Agency's design budget of $162 million. If the lowest acceptable bid exceeds the Agency's budget by more than 5 percent, the Architect-Engineer shall, at no cost to the Government, revise the Contract Documents (drawings and specifications) to bring construction cost within the maximum allowable budget.

N. Accomplish approved Schematic Design, Preliminary Design, and Construction Documents within a maximum of 18 months from the date of contract award. This time limitation is critical because construction funding is anticipated in FY '84.

O. Install a stand-alone Intergraph CADD System within the physically secured project area. A remote workstation shall be provided by the Government within the Agency Headquarters' project office. The purpose of the remote station is to provide quick access to current project information during design and to provide maintenance of as-built drawings during construction. The A-E shall deliver updated database tapes or disks to the Agency on a weekly basis.

ATTACHMENT B

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Clarifications of Statement of Work

18 December 1982

A. General

1. The Contract work is based on the attached Statement of Work and Clarifications to the Statement of Work. The Skidmore, Owings & Merrill Master Plan is assumed to be valid. The scope of work does not include significant Master Plan adjustments.

2. Government Notice to Proceed shall be given by 3 January 1983, authorization for construction to start by 2 January 1985 and be completed in 36 months, and authorization for Increments 4 and 5 by 2 January ~~1984~~ 1985. All dates may be extended by mutual agreement.

3. All documentation and operational procedures will utilize SH&G and normally accepted industry standards. General Services Administration guidelines are excluded except for PBS P3440.5, Project Estimating Requirements dated 24 August 1982.

4. All formal design review meetings will be held in Detroit.

5. Fifty percent of all project progress meetings will be held in Detroit; the balance in Washington (C.I.A. Headquarters Building).

6. NCPC will be responsible for the necessary interface with the advisory, regulatory, and citizen groups. The Contractor shall provide necessary design support and validation.

7. Computer database (p 13, SOW) is as available on a standard off-the-shelf Intergraph system as defined in this Proposal.

8. On page 24, IX D. says, "Verify and report all variances on all data submitted by the Government concerning size, location, quantities, and age of existing equipment, facilities, utilities, and site conditions." The A-E is unable to ascertain at this time the extent of need for some of this research and, therefore, must exclude from this Contract any survey information on nonvisible items such as age or quality of utilities. Survey of the existing Headquarters Building shall be limited to maintaining continuous operation, utilities interface, and physical interface.

9. Project Activity Network Plans do not include cost for computerized CPM sorting or revisions.

10. The number of bid packages shall be determined at the end of the schematic phase. The A-E proposal does not contemplate separate bid packages for individual building subsystems.

B. Headquarters Building

1. Construction Documents will include an allowance for items such as final office partition, circuiting for lighting, underfloor duct outlets, etc. Final delineation of these items will occur in the Office Layout Design/Fit-Up Phase.

2. A performance specification will be used for the fire protection system. Sprinkler head location will be shown. Sprinkler piping layout will not be shown on the construction documents. This piping will be added to the computer database during the Record Drawing Phase.

3. Design and specification of building systems such as central security system, including detection and alarm devices, CCTV surveillance systems, personnel access control systems, including electronic door hardware, is not included. Conduit grids and power support for the above shall be included.

4. "Red/Black" requirements shall be supplied by the Government.

5. Maximization of energy conservation (page 5 SOW) and the development of the schematic design energy budget (page 7 SOW) can be accomplished with the capabilities of Trane "TRACE" computer program. The A-E does not intend to do total energy studies, nor utilize computer programs such as ERA or E-CUBE.

6. All computer utility hookup needs are to be received at the beginning of the Construction Documents Phase.

7. The following items are not included:

- o Design of classified waste system. The A-E shall be responsible for location of classified waste systems and the interface with present Headquarters waste systems.
- o Design of food service facility except for snackbars
- o Audio video consultation
- o Reproduction of bidding documents
- o TEMPEST or COSMEC requirements—processing of any classified data resulting from such requirements.
- o Any alternates generated by C.I.A. after release for bidding
- o Any "quality survey" of existing utilities

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C. Power House

1. Individual unit capacities cited in the Master Plan may be deviated from if total load criteria is maintained.

2. Existing equipment may be revised rather than replaced where still in serviceable condition.

3. Addition may be made to the physical building envelope to minimize problems of equipment phasing.

4. Design of temporary supports and structures required for equipment phasing will be done by general contractor.

D. Office Layout Design

1. Government shall provide functional and space program data required to perform Schematic Design. The A-E shall review data and design generic room data into a prototypical space type program.

2. During the Schematic Design Phase, the Government shall provide equipment and technical engineering load data with respect to computer and other owner furnished equipment.

3. Workstation template design shall include space planning for prototypical computer equipment.

4. Fit-Up Phase for Office Layout Design services will be based on implementing workstation layouts developed and approved during the Schematic Design Phase.

5. The 200,000 net square feet of designated computer space will be 100 percent complete at the conclusion of the Construction Documents Phase. Government furnished criteria, including utility hookup needs, is required at the start of Construction Documents Phase.

   The Office Layout Design/Fit-Up Phase will relate only to the 650,000 net square feet of designated office space.

6. The Office Layout Design/Fit-Up Phase assumes location of major circulation corridors, mechanical/electrical equipment rooms, main computer rooms, and vertical transportation areas designed during the Construction Documents Phase will not change.

7. At the initiation of Office Layout Design/Fit-Up Phase, the Government will provide specific functional and space program data in the format developed Schematic Design. Program is to include the following data:

   - Occupant groups, staffing, and allocated departmental square feet required

- o Specific space list of workstations and support rooms required.
- o Occupants by type and workstation type required

8. Interface points for data and planning resolution shall be with a designated representative of each of the approximately 14 subgroups of Government operations.

9. During the Office Layout Design/Fit-Up Phase, programming and layout of furniture placement plans will be prepared at Langley for the purposes of finalizing partitions and door locations, power outlets, lighting circuiting, panel board schedules, auxiliary systems, and minor HVAC adjustments. The Government is to provide computer graphics equipment at Langley and technical maintenance support for such equipment.

10. No specifications, schedules, cost estimates, or drawings, will be provided by the A-E for furniture procurement purposes.

11. Approved preliminary layout of furniture and partitions shall be available to be used at Detroit to complete final power outlet location drawings.

12. The Office Layout Design/Fit-Up Phase services related to construction document completion will be done in Detroit.

13. Office Layout Design activities do not include the development of wall graphics, art program, and signage systems.

14. The General Contract Bid Package (drawings and specifications) issued at the completion of the Construction Documents Phase (1984) will include material and labor allowances with associated specifications for interior systems and associated office layout. Final construction drawings for this portion will be delivered as a product of the Office Layout Design/Fit-Up Phase.

E. Systems Availability Study

This study shall only be for the final mechanical and electrical utility concepts selected during the Schematic Design Phase.

F. Security

TEMPEST or COMSEC requirements and processing of any classified data resulting from such requirements are not included.

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G. Computer Graphics

1. The A-E may utilize its graphics systems to produce other projects simultaneously with the C.I.A. project. File Security will be through password and user I.D.

2. The Government's remote terminal will be used for inquiry only and will not have input capability.

3. The A-E shall provide the Government updated computer database tapes weekly.

H. Consultants

Topographical and utility survey will be required for the construction areas and areas affected by soil disposal and drainage patterns.

I. Construction Administration

All shop drawing reviews will be in Detroit. Shop drawings called for on page 18 of the SOW will only be reviewed for the work and systems which have been designed and specified by the A-E. Construction Contractor initiated value engineering changes or other items not initiated by the A-E will not be reviewed as a part of this Contract.

J. Records Documents

1. All record documents will be prepared at the end of construction from a single set of marked-up construction drawings and specifications provided by the General Contractor. The Government shall be responsible for ensuring that the Construction Contractor maintains an updated record which incorporates all changes made to drawings and specifications during construction, including shop drawings, revisions, and R.F.I.'s.

2. All record document work will be performed in Detroit.

3. Record documents for manually prepared drawings will be done manually and not as part of computer database.

4. Record documents for drawings prepared on SH&G's computer graphics system will be updated on the graphics system.

5. Computer database information produced by Government personnel on their computer system during the Office Layout Design/Fit-Up Phase will be updated by the Government.

6. Updating record drawing changes that result from Value Engineering revisions or Construction Contractor initiated cost reduction items are not included in this Contract.